

## THE COMPENSATION TAB

From the **Home** screen, click on the **Compensation** tab.

There are five widgets on the compensation tab, each allowing you to view the different areas of your pay.

- [Issued Checks/Advices](#) - This page allows you to download paystubs and view Issued Checks/Advices
- [Pay and Deduction Summary](#) - View Pay and Deduction Summary information on this widget.
- [Tax Information](#) - View your tax forms, request duplicates and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances.
- [Tax Levies and Garnishments](#) - On this screen, you can view information pertaining to Tax Levies and Garnishments that are being deducted from your paycheck
- [Direct Deposit](#) - Direct deposit allows you to have your paycheck automatically deposited into your bank account(s) each week.

The screenshot shows the Compensation Tab interface with five widgets highlighted by blue arrows:

- Checks and Advices**: A table showing issued checks and advices for the year 2014. The table includes columns for Appointment ID, Check Date, Type of Check, Gross Pay Amount, Total Deductions Amount, Net Pay Amount, Disposition, Disposition Date, and Download. The data shows four entries for 2014, all with a Gross Pay Amount of 0.00 and a Net Pay Amount of 0.00. The Disposition is 'Cleared Payment' for the first three and 'Outstanding Payment' for the last one.
- Tax Information**: A section for viewing tax forms, requesting duplicates, and creating W-4 forms. It includes a 'Create Federal W-4' button and a 'View Tax Withholdings/Allowances' button.
- Tax Levies and Garnishments**: A section for viewing information pertaining to tax levies and garnishments. It includes a 'View Tax Withholdings/Allowances' button.
- Pay & Deduction Summary**: A table showing pay and deduction summary information for the year 2014. The table includes columns for Year, Tax Entity ID, Deduction Category, Annual Amount, Q1, Q2, Q3, Q4, Category Cap, and Annual Cap Amount. The data shows four entries for 2014, all with an Annual Amount of 0.00 and an Annual Cap Amount of 0.00.
- Direct Deposit**: A section for setting up direct deposit. It includes a 'View/Set up Direct Deposit' button.

**Please Note:** Personal details were removed from the following screenshots. When you use the program, you will see the monetary figures that are appropriate to your pay check.

## ISSUED CHECKS AND ADVICES

### QUICK STEPS

1. Click on Compensation Tab
2. Click the View Icon in the Download column on the line of the Check/Advice you want to download
3. Click Open in the File Download box
4. The Check/Advice displays
5. Remember to close the PDF view window

### STEP BY STEP

1. From the Home Screen Click on the Compensation Tab
2. The **Issued Checks/Advices** widget displays a grid of Issued Checks and Advices, including sections that display the **Disposition Information** and **Pay Summary Information** for the check highlighted in the Checks/Advices grid.

The screenshot shows a web application window titled "Issued Checks/Advices". Below the title bar, there is a message: "CICA - This page allows you to download paystubs and view Issued Checks/Advices." Below this message is a form with "Enter a Year:" and a dropdown menu set to "2014", followed by a "Submit" button.

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	08/08/2014	Regular				Cleared Payment	08/04/2014	
	07/25/2014	Regular				Cleared Payment	07/21/2014	
	07/11/2014	Regular				Outstanding Payment	07/07/2014	

Below the table, there are two sections. The first section is titled "Disposition Information" (circled in red) and contains the following details:

- Appointment ID :
- Check Date : 08/08/2014
- Bank Account : FP
- Bank Name : M&T Bank
- Check Number : 0000000
- Type of Check : Regular
- Combined Check : 0.0000
- Disposition : Cleared Payment
- Disposition Date : 08/04/2014

The second section is titled "Payment Summary Information" (circled in red) and contains the following details:

- Payroll Number : GENERAL
- Title :
- Gross Pay Amount :
- Total Deductions Amount :
- Net Pay Amount :
- FICA Wage :
- Fringe Benefits :




At the bottom left of the window, there is a button labeled "View Pay and Deduction Details".

3. Select the **Download icon** associated with the check you are viewing to download a PDF version.

**Issued Checks/Advices**

CICA - This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year:

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	08/08/2014	Regular				Cleared Payment	08/04/2014	
	07/25/2014	Regular				Cleared Payment	07/21/2014	
	07/11/2014	Regular				Outstanding Payment	07/07/2014	

4. You will receive a Windows prompt to Open, Save, or Cancel. Select **Open** to view and print your Check/Advice

Do you want to open or save 113120000\_1822300.PDF from advhrmtst?

5. An Adobe Reader window opens to display the Check/Advice you are viewing.

**Baltimore County**

Your Name: \_\_\_\_\_ Pay Location: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Employee Department: \_\_\_\_\_ Appointment ID: \_\_\_\_\_  
 Employee Unit: \_\_\_\_\_

Pay Period End Date: \_\_\_\_\_ Total Gross Amt: \_\_\_\_\_ Federal Exemptions: 00  
 Check Date: \_\_\_\_\_ YTD Gross Amt: \_\_\_\_\_ Tax Status Claimed: S  
 Check Number: \_\_\_\_\_ Total Deductions Amt: \_\_\_\_\_ State Exemptions: 00  
 Control Number: \_\_\_\_\_ Net Pay Amt: \_\_\_\_\_ State Tax Status Claimed: M

EARNINGS				DEDUCTIONS		
Description	Pay Rate	Input Amount	Pay Amount	Description	Deduction Amount	YTD Deduction Amount
REGULAR				FED TAX W/R		
HOLIDAY ADJ				GASDI TAX		
				MEDICARE TAX		
				NO TAX		
				LOC BALTO CITY		

LEAVE				FRINGE BENEFITS		
Description			Curr Bal	Description	Amount	YTD Amount

6. Remember to close the Adobe Reader window when done viewing the Check/Advice for your identity protection.
7. In the bottom right of the Issued Checks/Advices window there is a link for **View Pay and Deduction Details**.

The screenshot shows a window titled "Pay And Deduction Details" with a close button in the top right corner. Below the title bar, there is a text area that reads: "CPAYDEDD - On this screen, you can view line detail information pertaining to Pay, Deduction and Fringe details on your paycheck." Below this text are three tabs: "Pay Details", "Deduction Details", and "Fringe Details". The "Pay Details" tab is currently selected. Below the tabs is a table with the following columns: "Appointment ID", "Pay Category", "Pay Event Type", "Event Date", "Input Amount", "Dollar Amount", and "Entity Adjustment". The table is currently empty.

Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Entity Adjustment
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8. Use the three tabs to view Pay, Deduction and Fringe Details.

## PAY AND DEDUCTION SUMMARY

### QUICK STEPS

1. Click the link in the Year column of the grid to display your total Annual and Quarterly amounts for both the Pay and Deduction Summaries for each listing.
2. Use the Search button if you need to further refine your search.

### Step-by-Step

1. In the Pay and Deduction Summary widget click the link in the Year column of the grid to display your total Annual and Quarterly amounts for both the Pay and Deduction Summaries for each listing.

Pay and Deduction Summary

View Pay and Deduction Summary information on this widget. Choose a line in the grid below to view different years or search to refine your selection.

[Search](#)

Pay Summary									
Deduction Summary									
Year	Tax Entity ID	Deduction Category	Annual Amount	Q1	Q2	Q3	Q4	Category Cap	Annual Cap Amount
<a href="#">2014</a>	BCM	NET PAY		0.00	0.00				0
<a href="#">2014</a>	BCM	BASIC LIFE -BCM		0.00	0.00				0
<a href="#">2014</a>	BCM	IMPUTED LIFE		0.00	0.00				0
<a href="#">2014</a>	BCM	BASIC LIFE -EMP		0.00	0.00				0
<a href="#">2014</a>	BCM	FED TAX W/H		0.00	0.00				0
<a href="#">2014</a>	BCM	LOC BALTO CITY		0.00	0.00				0

2. The Totals will appear below the Summary grid.

[Search](#)

Pay Summary									
Deduction Summary									
Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
<a href="#">2014</a>	BCM	Pay Type	No	HOLIDAY ADJ	162.66	0.00	0.00	162.66	0.00
<a href="#">2014</a>	BCM	Pay Type	Yes	FRINGE MEDCR TX	65.06	0.00	0.00	65.06	0.00
<a href="#">2014</a>	BCM	Pay Type	Yes	FRINGE OASDR TX	278.18	0.00	0.00	278.18	0.00
<a href="#">2014</a>	BCM	Pay Type	No	OVERTIME 1	67.78	0.00	0.00	67.78	0.00
<a href="#">2014</a>	BCM	Pay Type	Yes	BASIC LIFE FRNG	50.40	0.00	0.00	33.60	16.80
<a href="#">2014</a>	BCM	Pay Type	No	REGULAR	4,256.27	0.00	0.00	4,256.27	0.00

Total Annual Amount: 4,880.35  
Total First Quarter Amount: 0.00  
Total Second Quarter Amount: 0.00  
Total Third Quarter Amount: 4,863.55  
Total Fourth Quarter Amount: 16.80

3. To perform a more refined search use the **Search** link on the right above the Summary grid.

**Pay and Deduction Summary**

View Pay and Deduction Summary information on this widget. Choose a line in

[Search](#)

Pay Summary    Deduction Summary

Year	Tax Entity ID	Deduction Category	Annual Amount
<a href="#">2014</a>	BCM	NET PAY	
<a href="#">2014</a>	BCM	BASIC LIFE -BCM	

4. The **Search – Pay Summary** feature allows you to narrow your search by using the the arrows in certain fields to select the appropriate search terms.

**Search - Pay Summary**

Year From :       Pay Type :

Year To :       Fringe Pay Type :

Tax Entity ID :       Pay Category :

5. The **Search – Deduction Summary** feature allows you to search by year and then choose the appropriate category.

**Search - Deduction Summary**

Year From :

Year To :

Deduction Category :

## TAX INFORMATION

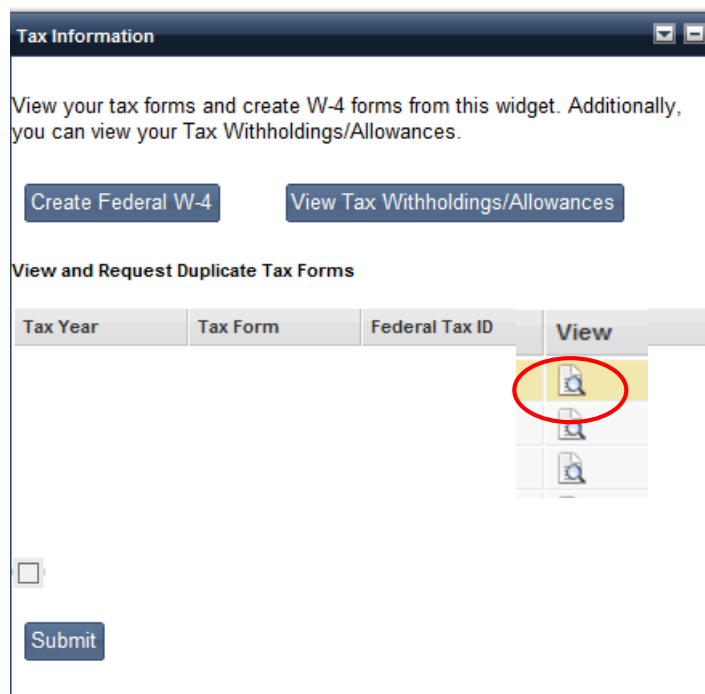
This widget allows you to view your tax forms and create W-4 forms. You can also request duplicate tax forms here.

### QUICK STEPS




1. Click the View icon in the grid to review your tax form from a specific year.
2. Click the **Create Federal W-4** button and fill out the fields in the Withholding Tax Information portion of the Federal W-4 form. Click Submit when finished
3. Click the **View Tax Withholdings/Allowances** button to review your current General, Federal Tax and State Tax information.

### STEP-BY-STEP

1. The Tax Information widget displays your tax information, including the Tax Year, Tax Forms, and the County Federal Tax ID. Select the View icon on the line of the Tax Year to download a PDF version.

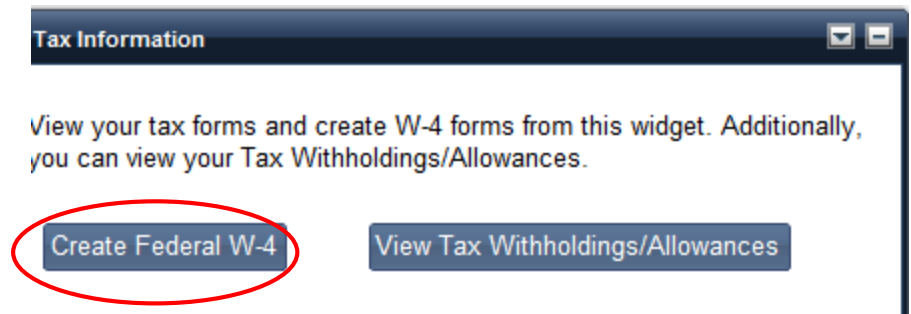


The screenshot shows a web application window titled "Tax Information". Inside, there is a text instruction: "View your tax forms and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances." Below this are two buttons: "Create Federal W-4" and "View Tax Withholdings/Allowances". A section titled "View and Request Duplicate Tax Forms" contains a table with four columns: "Tax Year", "Tax Form", "Federal Tax ID", and "View". The "View" column contains three PDF icons, with the top one circled in red. At the bottom left of the widget is a "Submit" button.

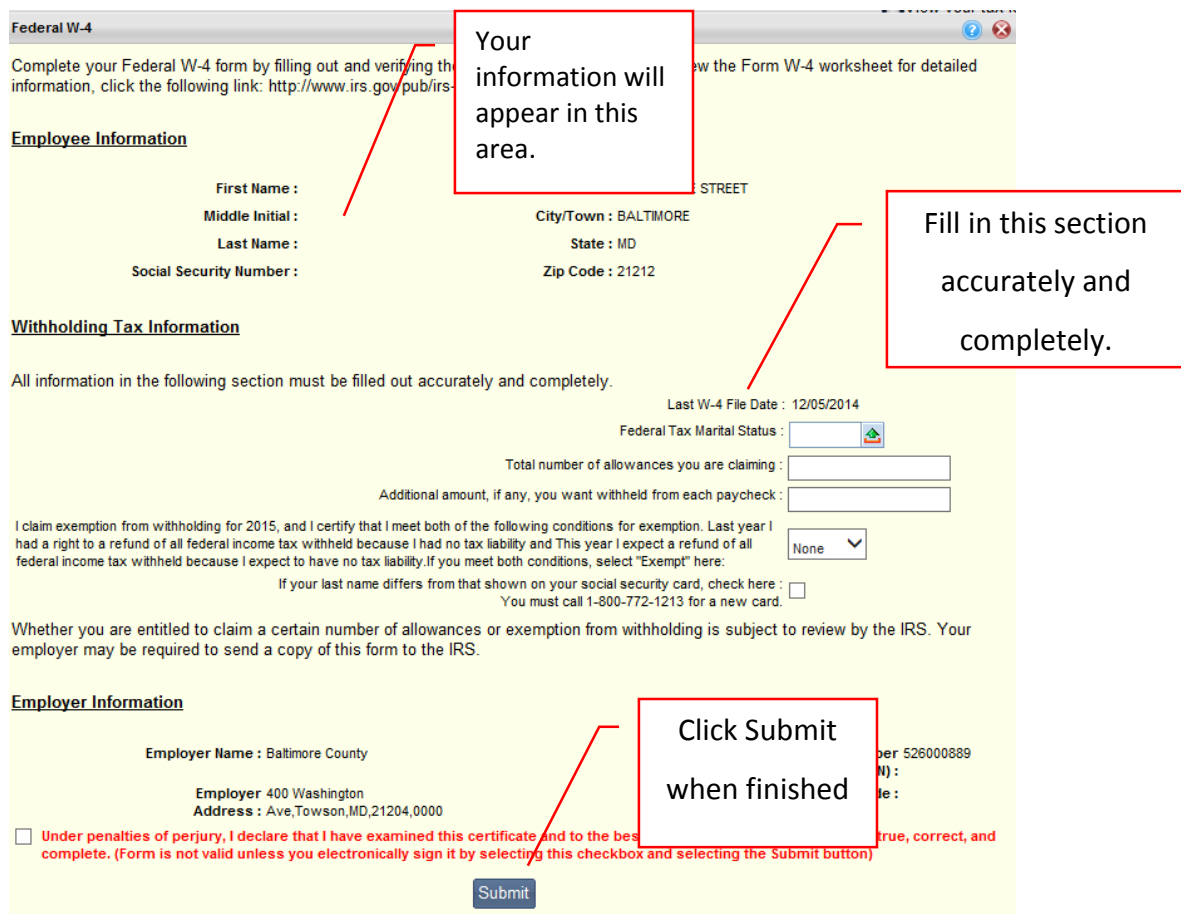
Tax Year	Tax Form	Federal Tax ID	View
			
			
			

2. Click the View icon in the grid to review your tax form as a PDF from a specific year.

3. To change your tax information for your W-4 form, click the **Create Federal W-4** button.



4. Fill out the fields in the Withholding Tax Information portion of the Federal W-4 form.



5. Click **Submit** when finished.



- Click the **View Tax Withholdings/Allowances** button to review your current General, Federal Tax and State Tax information.

**Tax Information**

View your tax forms and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances.

[Create Federal W-4](#) [View Tax Withholdings/Allowances](#)

Both your Federal and State Tax Information will be available for you to view.

**Tax Withholdings/Allowances**

Appointment ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
	SINGLE	MARRIED	0	0	0	07/04/2014	12/31/9999

**General Information**

Appointment ID :  
From : 07/04/2014  
To : 12/31/9999  
Tax Class : FSBALTOCITY

FICA Class : FULL MED/OASD  
Last W-4 File Date : 07/02/2014  
Date of Last Electronic Submission :

**Federal Tax Information**

Federal Tax Marital Status : SINGLE

Federal Tax Allowance : 0

**Additional Federal Withholdings**

Type	Plan	Amount	Percent	From	To
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**State Tax Information**

State Tax Marital Status : MARRIED

State Tax Allowance : 0  
Additional State Tax Allowance : 0

**Additional State and Localities Withholdings**

Type	Plan	Amount	Percent	From	To
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## TAX LEVIES AND GARNISHMENTS

On this widget, you can view information about Tax Levies and Garnishments that are being deducted from your paycheck. For more details, click on the icon in the View column to see additional information

Tax Levies and Garnishments			
On this screen, you can view information pertaining to Tax Levies and Garnishments that are being deducted from your paycheck. For more details, click on the View icon to see additional information.			
Deduction Type	Amount Due(\$)	Amount Paid(\$)	View

## DIRECT DEPOSIT

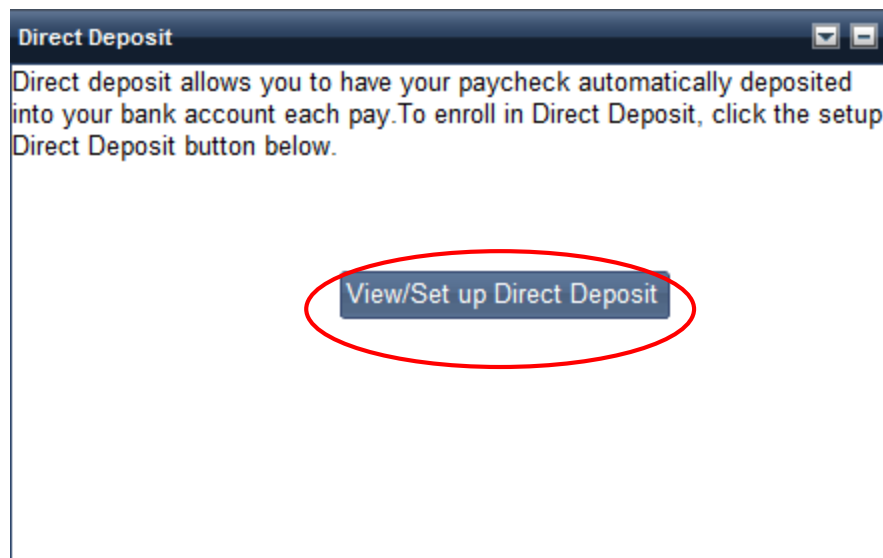
Direct deposit allows you to have your paycheck automatically deposited into your bank account each pay. This widget allows you to view and enroll in Direct Deposit.

### QUICK STEPS

1. Click the **View/Set up Direct Deposit** button.
2. In the **Direct Deposit Wizard** fill in the fields marked with an asterisk to enroll in a Primary or Secondary Account.
3. Click the **Submit** button when the form is complete.

### STEP-BY-STEP

1. Click the **View/Set up Direct Deposit** button.



2. The **Direct Deposit Wizard** appears.

**Primary Account**

DDWIZ2 - If you would like to enroll a secondary account to receive direct deposit, you can fill out the optional section below.

\*Account Type:  \*Check/Paystub Routing:

\*ABA Routing Number:  Attachment:

\*Account Number:

\*Nickname:

**Secondary Account**

DDWIZ2 - If you would like to enroll a secondary account to receive direct deposit, you can fill out the optional section below.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy

**Add Additional Account**

Account Type:  Deduction Frequency:

ABA Routing Number:  Distribution Percent:

Account Number:  Distribution Amount:

Nickname:  Attachments:

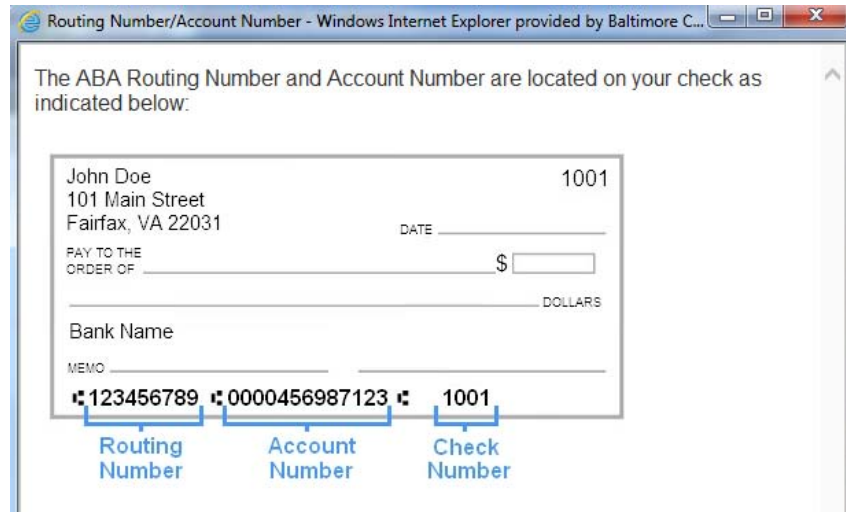
Priority Order:  Delete Account: ☐

Check/Paystub Routing:

**Submit**

3. If you have an established Direct Deposit Account, it will appear in the Primary Account section of the wizard. If you are enrolling in a new Direct Deposit Account, fill in each of the fields marked with an asterisk. If you are adding a secondary account, fill in the section marked **Add Additional Account**.
4. Use the Help feature indicated by the blue question mark icon for explanations of the indicated fields. You will find the help icon in both the Primary and Secondary Account sections.

The example below is the ABA Routing Number help screen:



5. In fields where an arrow appears, use that to choose an answer for that field. Below is an example of the Account Type menu

The screenshot shows a form with various fields. The "Account Type" field is set to "Not Applicable" and has a dropdown arrow icon circled in red. The "Deduction Frequency" field has a calendar icon circled in red. The "ABA Routing Number" and "Account Number" fields have question mark icons. The "Distribution Percent" and "Distribution Amount" fields are empty. The "Attachments" field has a "Browse..." button. The "Priority Order" field is set to "1" and has a dropdown arrow icon circled in red. The "Check/Paystub Routing" field is set to "Direct Dep to Pay Location" and has a dropdown arrow icon circled in red. A red arrow points from the "Deduction Frequency" icon to the "Account Type" dropdown menu. The dropdown menu is open, showing options: "Not Applicable", "Checking", and "Savings". The "ABA Routing Number" field is also visible below the dropdown menu.

6. Click the **Submit** button when the form is complete.

Direct Deposit Wizard

**Primary Account**

DDWIZ2 - If you would like to enroll a secondary account to receive direct deposit, you can fill out the optional section below.

\*Account Type:  \*Check/Paystub Routing:

\*ABA Routing Number:  Attachment:

\*Account Number:

\*Nickname:

**Secondary Account**

DDWIZ2 - If you would like to enroll a secondary account to receive direct deposit, you can fill out the optional section below.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy

**Add Additional Account**

Account Type:  Deduction Frequency:

ABA Routing Number:  Distribution Percent:

Account Number:  Distribution Amount:

Nickname:  Attachments:

Priority Order:  Delete Account: ☐

Check/Paystub Routing:

**Submit**